

MEMORANDUM FOR: Chiefs of Schools and Staffs

SUBJECT : External Activities of OTR Personnel

1. The Office of Training has a limited amount of money budgeted for external activities of OTR personnel such as external training, attendance at meetings of professional, technical, and similar organizations, and dues for membership in a professional organization. In order that these funds may be distributed equitably among all components of OTR, it is requested that you submit a list of all activities of this nature planned for members of your staff for the remainder of FY 1973 and for FY 1974.

2. The list should include names of individuals, titles of courses or names of organizations, locations, date (s) of attendance, estimated cost of tuition, fees or dues, and travel cost, if applicable, for each activity contemplated.

3. Please furnish this office with the above information not later than 15 January 1973.

  
Executive Assistant, OTR

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EJ IMPDET  
CL BY 054625

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
<input type="checkbox"/>	UNCLASSIFIED	<input checked="" type="checkbox"/>	CONFIDENTIAL
<input type="checkbox"/>			SECRET
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	EA/TR		
2			
3			
4	OTR/B7		
5			
6			
<input type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH
<input checked="" type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE
<input checked="" type="checkbox"/>	CONCURRENCE	<input type="checkbox"/>	INFORMATION
<input type="checkbox"/>		<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>		<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>		<input type="checkbox"/>	RETURN
<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE
<b>Remarks:</b> <p>neglected to tell you about membership dues we pay - A list of these is attached.</p> <p>All training is has [REDACTED]</p> <p>[REDACTED] Signature on behalf of the Career Board prior to processing of papers by AIC.</p> <p>This paper coordinated with [REDACTED]</p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
[REDACTED]			
<input checked="" type="checkbox"/>	CONFIDENTIAL		SECRET

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Membership dues we have been paying: \*  
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(All ISS)

25X1A	National Society for Programmed Instruction [REDACTED]	\$52.50
25X1A	American Management Association [REDACTED]	400.00
25X1A	American Society for Training & Development [REDACTED]	105.00
25X1A	Assn. for Computing Machinery, Special Interest Group on Computer Assisted Instruction - [REDACTED]	<u>12.00</u>
		\$569.50